

MINUTES of a Meeting of the Joint Sports Field Forum held on Wednesday 27th June 2012 at 8.00 p.m.

Present: Parish Council: Cllr. Mike Mills (Chairman); Cllrs. Alan Baines; Rolf Brindle; Paul Clark, Pat Nicol and Richard Wood.

AFC Melksham: Mike Rogers

Bowerhill Pavilion Youth Club: Janet Jory

Model Aircraft Club Tony Lewington

Apologies: Rob Bridges (Melksham United Football Club: Given post-meeting as called to emergency on way to meeting); Danny Jones (Cereal Partners)

- 111/12 **Welcome and Announcements from Chair:** The Chairman; Cllr Mike Mills welcomed everyone to the Meeting. He informed that Wiltshire Council was close to selling the old Rugby field and running track land to a national company. Wiltshire Council was no longer expecting the land purchaser to put in the new road along with development but had decided to borrow funds to complete the new link road by early 2013. This meant the existing Pavilion would be demolished earlier than expected and it was possible a new facility could be under way by next Spring. The Parish Council was delighted that the Legal Agreement to take over the Sports Field had now been signed and completed on 1st June at 5.10 p.m. for £1. Teresa Strange reported that a £1 cheque had been signed ready to send to Wiltshire Council to ensure the transaction was complete and the field was now in Parish council ownership. At the same time the Sports Field had been dedicated under the Jubilee Fields in Trust Scheme as a Jubilee Field. The Clerk drew attention to an invitation on the table, to all Forum members, to a Special Dedication Event on Friday 6th July at 2.30 p.m. Mike Rogers expressed his delight that the Sports Field had finally been passed over to the community. He congratulated the Council and staff on a magnificent outcome. They all deserved a big “pat on the back”!
- 112/12 **New Maintenance Contract:** The Chairman emphasised that the existing Maintenance Contract with English Landscapes for the Sports Field expired on 30th November and so a new contract needed to be put in place as quickly as possible. He then referred to the possible extra costs which could be incurred by the Parish Council and invited Cllr. Paul Clark to give details of figures quoted for pitch maintenance on the Sports England website. Cllr. Clark then gave details of these costs. Mike Rogers offered to get comparative costs for the Council. He felt the costs were for the “Rolls Royce” of pitches. Cllr. Brindle asked if the costs related to urban pitches. Mike Rogers emphasised that up to now English Landscapes had only marked out the pitches and cut the grass. It was noted that Wiltshire Council had been unable to give exacts costs for maintenance as English Landscapes did all the grass-cutting in Wiltshire and this was only a tiny part of the contract. The Clerk reported that the original sum offered for one year’s maintenance from Wiltshire Council was £8,000. However the Parish Council had refuted this since actual costs from 2002 increased by inflation up to 2012 realised a sum of £11,897, and a sum of £11,000 had finally be agreed. For the 2012/13 budget the Council was putting aside £15,000 for field maintenance.
- 113/12 **Future Works Specification:** It was noted that a contract would be required for two separate buildings. A specification was required for the existing Pavilion until it was demolished and then a schedule would be required for the new Pavilion when it was built. Requirements for the new Pavilion would be different e.g. pressure-washing

could be done on the new surfaces. It was agreed to firstly address the needs for the existing Pavilion. There was discussion on whether a person be employed to maintain both the field and the pavilion or whether a person be employed separately for cleaning the Pavilion. It was agreed initially to have one person cleaning the existing Pavilion on a Monday morning with hours tailored to the specified tasks.

A Changing Facility/Pavilion: The existing Specification states:

During the football season, the bins be emptied on a Saturday and the floors swept. Once a year the interior be washed down and repainted.

It was agreed that a main clean of the Pavilion needed to be done on a Monday morning. Teams were required to tidy up any mess made before they left the Pavilion. Janet Jory emphasised that the showers, toilets and sinks needed regular cleaning and the hand wash liquid and toilet rolls needed to be replenished. Mike Rogers informed that the only time the Pavilion had been repainted was when his own lads had done it. It was agreed English Landscapes should be asked to do this before they gave up the contract at the end of November. Cllr. Nicol suggested a few basic rules such as boots off outside would lessen cleaning. It was agreed that the showers needed to be cleaned fortnightly and the toilets done weekly.

The existing Pavilion Specification be revised to read:

Please give a separate price for each item:

“On Monday mornings during the football season, the following works be done

- a) Litter bins to be emptied and relined**
- b) The floors to be swept and washed.**
- c) The toilets to be cleaned every week**
- d) The sinks and the showers to be cleaned every fortnight**
- e) Sink hand-washes and toilet rolls be checked weekly and replenished as necessary**
- f) Taps to be run regularly to prevent Legionnaires Disease – See Min.115/12**

B Football Pitches The existing Specification states:

During the football season the pitches are marked out weekly and rolled and spiked (weather permitting)

At the end of the season (April May) pitches are over-seeded and patched as and where required

During the growing season the grass is cut every fortnight, being maintained at 35mm

The grass will also be cut during the football season if required and weather conditions permit;

Marking out pitches

Mike Rogers emphasised that marking adult pitches out weekly was excessive, as markings lasted for at least a month. However, junior pitches needed to be marked more frequently. These had never been done properly and frequency might reduce here too once the lines were established. He agreed to ask Melksham Town Football Club about how they marked out pitches. It was noted that Shaw Field Committee did this “in house” with their own marking equipment.

Mike Rogers also requested that boxes be marked in for each pitch in line with “Respect” principles.

Spiking:

No spiking had been done at all during the last eight years. Cllr. Brindle asked about hollow spiking and sanding. The sand had a good effect in providing a base for grass to root easily. Mike Rogers agreed to find out what was done for MOD Contracts

Drainage:

Tony Lewington asked about the effect on drainage of the new road going in. Cllr. Mills emphasised there would be a ditch along the road outside the Sports Field fence. Mike Rogers reported that he had never known a drainage problem on the pitch near the road. He was very careful never to let teams play on waterlogged surfaces.

Grass-cutting

It was noted that for a grass-cutting contract at Beanacre, the length of grass had been originally been specified. Mike Rogers reported that to date he had had to make three phone calls during the last season to get the grass cut. Tony Lewington emphasised that children played in the field during the summer as well.

It was agreed that the grass did need to be cut regularly summer and winter to avoid having to have long grass cut and having to pay for grass to be picked up. The following frequency was agreed: The grass be cut fortnightly from May to October (12 cuts) and from November to April the grass be cut monthly: Total 18 cuts per year.

Overseeding and patching

Mike Rogers emphasised that while the contractor would be expected to check for holes etc, the teams needed to be able to fill holes when they appeared. For this bags of top soil in two steel bins needed to be stored in two steel bins. It was agreed that the pitches did need to be checked for re-seeding and sand-filling at the end of the season and rolling and re-seeding was required for the goal mouths.(usually about 2 sq m. per goal).

Goalposts

It was noted that the goalposts would be left on the field when the contract with English Landscapes ended on 30th November. Mike Rogers informed that ideally round goalposts should be used, as that was the requirement for the league they played in. At present they were all removed to a yard at the end of the season so no one was sure what would be the condition of the goalposts which appeared again for the next season. They needed to be cleaned and painted every two years. They lasted about 20 – 30 years depending on treatment and there were sometimes offers from the FA to pay 50% of the cost. Ideally he would like to have all round posts.

The existing Football Pitches Specification be revised to read:

(Please give a separate price for each item)

During the football season, the adult pitches be marked out monthly, inclusive of spectator areas, and the junior pitches be marked out fortnightly Please give a price per pitch for

a) Senior (x3)

b) Junior (x2)

c) Cost per an additional pitch marking

d) Spiking be done as and when necessary on request

e) At the end of season, goal mouths to be sanded and seeded – 2 sq m per goalmouth (10 goalmouths)

f) Grass to be cut twice per month from May – October and one per month November – April – (18 cuts total per annum) Please give price per cut

g) Goalposts to be cleaned and re-painted very two years

Mike Rogers agreed to obtain information on what maintenance contracts cost at Calne and Chippenham. He also agreed to check out frequencies for the cleaning regime for the Malmesbury Pavilion.

Recommended: *The Council seek at least three quotations and these be considered at the next Forum Meeting, prior to the September Council Meeting.*

114/12 **Goalpost Insurance:** It was noted that the Council had insured the goalposts for £2,000 per set.(two sets) Mike Rogers informed that a set cost between £4,000 - £5,000 per set and nets cost about £200 per set. He agreed to check out the exact costs and let Teresa know

Recommended: *The Council Insurance be amended in line with actual costs for goalposts and nets.*

115/12 **Legionnaires' Disease:** Teresa referred to the need to run taps regularly to prevent Legionnaires Disease. Mike Rogers reported that the sinks were not used that often. It was agreed to include this requirement in cleaning Specifications for the existing and new Pavilion and that tests be regularly carried out.

Recommended: *Cleaning specifications take into account the need for action to avoid Legionnaires Disease.*

116/12 **Minutes, last Joint Sports Field Forum 6th February:** These Minutes were noted.

117/12 Arising from Min. 482/11 **Meeting with Wiltshire Council:** It was noted that the Sports Forum had agreed seek a meeting with Wiltshire Council to present the draft new Pavilion Design once the field had been passed over to the Parish Council. Cllr. Baines emphasised that Forum now needed to present its design and make Wiltshire Council aware of what was required in the new Pavilion. The draft design had been based on the Malmesbury Pavilion except for a small addition to meet Youth Club needs.

Recommended: *The Council seek a Meeting with Wiltshire Council to discuss the design for the new Pavilion.*

118/12 **Sports Field Revenue - Grant Application for Lighting:** Mike Rogers reported that English Landscapes had told enquirers in the past that the field was fully booked but that was not quite correct. His Club paid £720 for 10 – 14 home games. One local team was playing at Goatacre. There would be room for one more team to play regularly at Bowerhill in the Sunday League without overuse of the pitches. It was noted that Melksham United did not use the Pavilion. They paid £4,800 for the year as there were several teams.

Mike Rogers reported that he had applied for floodlighting through a national scheme of shared access to provide a shared revenue for both users and owner. He estimated revenue could be increased by £2,000 - £10,000 as it provided broadband access. The new pavilion would meet requirements for health and safety and electricity. If a grant was given, flood lighting would have to be maintained for three years.

Teresa suggested that Melksham United could sell refreshments to make revenue as well.

Recommended: *The Council welcome this initiative and support floodlighting*

119/12 **New Sports Field & Pavilion Management Committee:** The Meeting reviewed a draft list of possible representatives for a new Sports Field and Pavilion Management Committee. It was agreed that the Parish Council should continue taking the lead with the existing Committee at least until the new pavilion was in place. The following representatives were suggested:

Adult Football - Mike Rogers
 Youth Football Rob Bridges *To be confirmed*
 Pavilion Club Janet Jory
 Parish Council Cllrs. Mike Mills, Alan Baines and Richard Wood
 Wiltshire Council - 1 representative to assist with new Pavilion –*To be confirmed*
 BRAG Rolf Brindle
 Great Bear Distribution - Danny Jones
 Knorr Bremse Andy Hillier
 ATC 1 rep. *To be confirmed*
 Scouts and Guides - 1 rep *To be confirmed*
 Other Users 1 rep *To be confirmed*
 (The Chairman invited Cllr Clark to serve in a financial capacity, but he declined).

It was noted that the Sports Field was used for model cars as well as for helicopter landing. Tony Lewington reported that the model aircraft flyers did not use the field so often now. Cllr. Mills reported that initially Bowerhill Scouts had been keen to make the new Pavilion their headquarters. There had been a recent appeal for a new Scout Leader and Christine Broome had now stood down. It was agreed to find out whether the Scouts were still interested in using the new Pavilion. Richard Wood felt a Committee of about 10 – 12 people would be the right number. It was agreed to seek confirmation of representatives as required above and to hold the first meeting on Monday 13th August, at 8.00 p.m., following the Council Planning Committee Meeting.

Recommended: *The Council invite representatives to join the Sports Field Management Committee with a view to having the first meeting on 13th August, if possible.*

120/12 **Special Jubilee Field Dedication Event 6th July:** The Chairman was pleased to report that the new Lord Lieutenant Mrs Sarah Troughton would be attending this Special Occasion, along with John Chapman of Fields in Trust to dedicate the Sports Field as a Diamond Jubilee Field . Brian Mudge would also be attending with his wife Pat. Other guests included Bowerhill School Council and some children were keen to speak. It was agreed to invite the School Football Team to play on the Field. Heather Skull had been invited from BBC Wiltshire. Mike Rogers asked if Mike Benson the Wiltshire Football Association Secretary could be invited along with Steve Neale the FA Development Officer for Wiltshire. This was agreed. It was also agreed to ask Asda to provide some food and possibly bunting. Janet Jory agreed to serve tea and coffee from the Pavilion and reported there were plenty of snacks there for the children. Rolf Brindle asked about planting an Oak Tree. It was agreed this would be on the Agenda and an Oak Tree would be sourced from a local nursery. Mike Rogers hoped the Occasion would pay tribute to the Parish Council and mark what was an amazing achievement.

Meeting closed at 10.00 p.m.

Chairman, 23rd July 2012